



City of Louisville
Building Safety Division

PROJECT ADDRESS

REC'D. BY / DATE

Revised 01/21/15

RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST
Based on 2012 International Residential Code (IRC) and
2011 National Electrical Code (NEC)
New Single Family Detached/Additions/Duplexes/Townhomes

- ☐ 1 permit application form - completely filled out, signed and dated.
- ☐ 1 water tap (Fixture count) application form - completely filled out, signed and dated.
- ☒ 1 meter set form - completely filled out, signed and dated. (To be done by Bldg Safety Dept)
- ☐ 2 copies of soils report.
- ☐ 3 sets of architectural plans.
- ☐ 3 sets of structural plans (stamped by Colorado licensed architect or registered engineer).
- ☐ 3 sets of plumbing plans, mechanical plans, electrical plans.
- ☐ 3 sets fire sprinkler plans.
- ☐ 2 sets of site plans showing setbacks to property lines and site drainage.
- ☐ 2 sets of Model Energy Calculation with statement of compliance. (See Rescheck.com)

Needed for Public Works: Located on 2nd floor

- ☐ *3 sets of civil plans (stamped by Colorado Civil Engineer). For Townhome Projects Only*
- ☐ *Right of Way application*
- ☐ *Overlot Grading Permit (Storm Water Management)*

NOTE: ACCEPTANCE OF SUBMITTED PLAN DOCUMENTS AND APPLICATION DOES NOT INFER THAT THEY ARE COMPLETE - THIS WILL BE DETERMINED DURING PLAN REVIEW. ADDITIONAL INFORMATION MAY STILL BE REQUIRED. THE PLAN REVIEW PROCESS WILL NOT START UNTIL ALL THE REQUIRED ITEMS ABOVE ARE SUBMITTED.

APPLICANT (Signature)

DATE

APPLICANT (Printed)